



U. S. Probation & Pretrial Services
District of North Dakota
655 1st Ave N
Fargo, ND 58102

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Defined contribution retirement benefits (FERS annuity)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match
- Work from home opportunities



The U. S. Probation & Pretrial Services
in the District of North Dakota is an
Equal Opportunity Employer.

United States Probation & Pretrial Services

District of North Dakota

Human Resources Administrator

LOCATION: Fargo, ND or Bismarck, ND

REPORTS TO: Chief United
States Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL28 (with future
potential to CL29)

POSTED: 08/31/2026

SALARY RANGE: \$71,583- \$116,394

CLOSING DATE: 09/30/2026

POSITION DESCRIPTION

The United States Probation and Pretrial Services Office for the District of North Dakota is seeking qualified applicants for the position of Human Resources Administrator. The incumbent performs and coordinates administrative, technical, and professional work related to human resources programs, ensuring compliance with appropriate guidelines, policies, and internal controls. The incumbent makes recommendations to the probation management team on staffing and budgetary issues, hiring practices, training programs, and human resource policies affecting probation administration and operations. The position reports to the Chief U.S. Probation Officer.

POSITION DUTIES AND RESPONSIBILITIES

- Anticipate, originate, implement, and manage human resources policies, procedures, and standards. Research, analyze, develop, and recommend policies, procedures, and standards. Review the *Guide to Judiciary Policy* and the *Human Resources Manual* to confirm adherence to human resources, budget, and procurement practices. Develop and update internal controls policies and procedures and verify compliance.
- In coordination with budget/finance staff, manage the personnel budget and payroll processing. Consult with the management team and make staffing recommendations. Determine the implication of staffing decisions on existing and projected budgets.
- Provide advice on organizational structure and position classification standards and guide management on Human Resources related changes. Develop performance management tools, position descriptions, evaluation tools, performance standards, and rating criteria. Provide oversight of a tracking system for evaluations and salary changes.

Human Resources Administrator District of North Dakota

How to Apply: Applicants must submit **ONE PDF** document containing the following to **Mark Osman, Director of Administrative Services**, at: **mark_osman@ndp.uscourts.gov**

- Application letter addressing knowledge, skills, and experience.
- Resume
- Application for Federal Judicial Employment (form AO78) found at: www.ndp.uscourts.gov/human-resources

POSITION DUTIES AND RESPONSIBILITIES (continued)

- Administer recruitment activities; post vacancies, screen applications, develop interview questions, negotiate salaries, present employment offers, and assist with new employee onboarding and orientation. Serve on interview panels as needed.
- Administer the leave management program and time/attendance reporting. Reconcile and verify timesheets and leave requests. Advise court unit executives, managers, and staff on leave administration, leave policies, and leave-tracking issues in adherence with local leave policies and procedures, as well as those outlined in the *Guide to Judiciary Policy*.
- Maintain district procedures for benefits administration, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management.
- Manage, coordinate, and conduct developmental training for employees. Serve as the district travel coordinator.
- Process personnel actions and assure timely and accurate personnel and payroll actions such as appointments, promotions, separations, terminations, within-level step increases, special awards, and leave without pay.
- Provide general and individual counseling to employees on compensation, benefits, employee assistance programs, career development, retirement, performance management, and personnel issues.
- Establish procedures for maintaining local personnel files, leave records, budget, and payroll records. Recommend internal tracking systems covering all aspects of human resources operations to ensure consistency and compliance.
- Manage and coordinate student internship and volunteer programs.
- Serve as worker's compensation coordinator and agency reviewer. Monitor claim requirements. Advise staff and managers on the appropriate claim information and processes.
- Serve as the administrator of the PIV-I card system. Process PIV-I badge requests, renewals, and revocations. Assist other units in the district with badge issuance and training. Administer the PIV-I database and run reports to ensure the program follows rules and procedures. Serve as liaison to the US Marshals Service for the issuance and termination of building access.
- Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment practices. Assist in administering the Employee Dispute Resolution Plan for the district. Assist with grievance and adverse action procedures.
- Serve on the probation management team. Participate in management projects and meetings.
- Other duties as assigned.

QUALIFICATIONS

- Qualified applicants must possess three years of specialized experience, or completion of a bachelor's degree. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc., of the area of human resources administration. Preference will be given to applicants with a bachelor's or advanced degree in a closely related field.

Human Resources Administrator District of North Dakota

Other Information:

The U.S. Probation and Pretrial Services Office reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary to be commensurate with work experience, education, prior/present day pay history and previous Federal Court experience. Future promotional potential is possible within this salary range without further recruitment.

INFORMATION FOR APPLICANTS

- Applicants must be U.S. citizens or be eligible to work in the United States.
- This position is full-time, permanent appointment. Employees of U.S. Probation and Pretrial Services are excepted appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification system. The U.S. Probation and Pretrial Services is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. The Judiciary requires employees to adhere to The Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- As a condition of employment, a full background investigation consisting of fingerprint check and FBI background investigation is required. Employment will be considered provisional until the background investigation is completed, and a favorable employment suitability is determined.

